

DIVISION OF CHILD CARE AND EARLY LEARNING
FAMILY CHILD CARE HOME LICENSING CHECKLIST

- ☐ Initial
☐ Full
☐ Renewal
☐ Certification

NAME		CONTROL ID NUMBER	TELEPHONE NUMBER (WITH AREA CODE) ()
STREET ADDRESS		CITY	STATE WA ZIP CODE
LICENSOR'S NAME	OFFICE	TELEPHONE NUMBER ()	INSPECTION DATE

Mark columns: **C** = Compliance **D** = Discussed **N** = Noncompliance **NA** = Not applicable
P = Presumed compliance (no evidence to the contrary)

APP column below is to be completed by the applicant.
INIT and **FULL** columns are completed by DCCCL licensor.

DOCUMENTS

WAC 388-296

APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Attended orientation (0160) Date(s):				HIV/AIDS training (0160) BBP information Date(s):
			Basic, standard First Aid training (0230) Expiration date(s):				Water quality approval, if required (1140) Date:
			Infant/child/adult CPR training (0230) Expiration date(s):				Sewage system approval, if required (0160) Date:
			TB test results (0160) Date:				Employment/education resume (0160)
			STARS training completed (1410) <input type="checkbox"/> 20 hours <input type="checkbox"/> 10 hours				References (0160)
			Photo copy of SSN valid for employment or verification of employer EIN (0160)				Completed application in file (0160) Date:
			Local city and county ordinances discussed (0125)				License fees paid (0170) Date:
			Visual comparison of you and original photo identification (0160)				Criminal history background check results (0220)

CHARACTERISTICS OF APPLICANT

WAC 388-296

APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			18 years of age or older (0130)				Reliable, dependable, and truthful
			Physical ability to respond to the health, safety, and emotional well-being of a child (0140)				A disposition respectful of a child's need for caring attention (0140)
			Ability to plan and provide care based on the understanding of each child's needs (0140)				Ethical business practices with clients, staff, the department, and community (0140)
			An understanding of how children develop socially, emotionally, physically, and intellectually (0140)				You are the primary child care provider during the majority of child care business hours (1420)

PARENT COMMUNICATION

WAC 388-296-500

The following WRITTEN policies and procedures are given and explained to parents:

APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Enrollment/admission requirements				Sign-in and sign-out procedures

PARENT COMMUNICATION (CONTINUED)							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Fee and payment plan				Religious activities, if any
			Typical daily schedule including hours of operation				Transportation and field trip arrangements
			Typical meals and snacks served (give example) including guidelines for food brought from the child's home				Typical staffing plan when you are absent from the child care
							Health care practices
							Disaster plan
			Permission for free access by the child's parent or guardian				Supplies and clothing to be provided by the parents
			Child abuse and neglect and exploitation reporting				Care of the young child: <input type="checkbox"/> SIDS guidelines <input type="checkbox"/> Diapering <input type="checkbox"/> Toilet training <input type="checkbox"/> Feeding
			Child guidance and discipline (must state no corporal punishment allowed)				
			Requirements for maintaining accurate and up to date CIS records				
			No smoking policy				
LEARNING AND PLAY MATERIALS				WAC 388-296-1370			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Appropriate for the ages and development of the children				Required quantity and variety to meet the needs and interests of children being served
			Culturally relevant				Children are able to access the learning and play materials appropriate for their development
INDOOR PLAY AREAS				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			At least 35 square feet of usable floor space per child for developmentally appropriate play (1210)				Temperature maintained no lower than 68F while child awake and 60F while child naps (0980)
			Any use of space for more than one purpose (examples: napping area or kitchen used as play space) is safe and appropriate (1020)				Accessible and individual storage for each child; describe below (0970)
							Lights provide good visibility, rooms are ventilated (1210)
			A designated area that is developmentally appropriate and safe for children less than 24 months of age (1210)				
Describe below the indoor play area(s) children use. Include storage space (attach picture, if you wish).							

OUTDOOR PLAY AREA AND EQUIPMENT				WAC 388-296																											
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT																								
			Safe, securely-fenced, or department approved enclosed play area (1220)				Minimum 75 square feet of usable play space per child (not required if you were licensed prior to 10/01/2004)																								
			Outdoor play area directly adjoining indoor premises or be reachable by a safe route/method approved by the licensor (1220)				Climbing equipment not placed on concrete, asphalt, wood, or similar surface (1230)																								
			Fence must be a minimum of four feet high and designed to discourage climbing or unauthorized entry and exit (1220)				Fall zone minimum six feet in any direction from climbing equipment (1220)																								
			Spacing between vertical slats no greater than three inches (1220)				Ground cover under climbing equipment soft enough to absorb falls and prevent injury (1220)																								
			Child unable to access roadways and other dangers from outdoor play area (1220)				Preschool child and younger must be in visual and auditory range at all times (1360)																								
			Climbing equipment and swing sets securely anchored to the ground (0720)				Children on bicycles, roller blades, skateboards, or scooters must wear helmets (0720)																								
			Swing seats constructed of soft material with no sharp edges and chains on swings have protective coverings (0720)				No trampolines or rebounders in licensed space (0720)																								
							Opportunities for daily outdoor play activities provided (1220)																								
			Variety and quantity of age appropriate play equipment that promotes active play, development, and coordination (1240)				Indoor and outdoor climbers and platforms have no openings between 3 ½ and 9 inches (0720)																								
			Play area arranged so children playing on different equipment do not interfere with each other (0720)				Bicycles and tricycles equipped with chain guards (0720)																								
			All playground equipment installed to manufacturers instructions and maintained in good condition (1240)																												
<p>Please indicate which of the following you have in your outdoor play area:</p> <table border="0"> <tr> <td><input type="checkbox"/> balancing (for example: tires, balance beam, etc.)</td> <td><input type="checkbox"/> low slide</td> <td><input type="checkbox"/> sidewalk chalk</td> </tr> <tr> <td><input type="checkbox"/> climbing (for example: swing sets, climbers, boxes, etc.)</td> <td><input type="checkbox"/> small climbing equipment</td> <td><input type="checkbox"/> large boxes</td> </tr> <tr> <td><input type="checkbox"/> pushing (for example: push toys, strollers, etc.)</td> <td><input type="checkbox"/> jump ropes</td> <td><input type="checkbox"/> storage (for example: large boxes, netting, large buckets)</td> </tr> <tr> <td><input type="checkbox"/> pulling (for example: wagons, carts, etc.)</td> <td><input type="checkbox"/> balls (big and small)</td> <td><input type="checkbox"/> Other:</td> </tr> <tr> <td><input type="checkbox"/> riding (for example: younger/older children)</td> <td><input type="checkbox"/> sporting equipment</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> book of organized cooperative group games</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> sandbox</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> wading pool</td> <td></td> </tr> </table>								<input type="checkbox"/> balancing (for example: tires, balance beam, etc.)	<input type="checkbox"/> low slide	<input type="checkbox"/> sidewalk chalk	<input type="checkbox"/> climbing (for example: swing sets, climbers, boxes, etc.)	<input type="checkbox"/> small climbing equipment	<input type="checkbox"/> large boxes	<input type="checkbox"/> pushing (for example: push toys, strollers, etc.)	<input type="checkbox"/> jump ropes	<input type="checkbox"/> storage (for example: large boxes, netting, large buckets)	<input type="checkbox"/> pulling (for example: wagons, carts, etc.)	<input type="checkbox"/> balls (big and small)	<input type="checkbox"/> Other:	<input type="checkbox"/> riding (for example: younger/older children)	<input type="checkbox"/> sporting equipment			<input type="checkbox"/> book of organized cooperative group games			<input type="checkbox"/> sandbox			<input type="checkbox"/> wading pool	
<input type="checkbox"/> balancing (for example: tires, balance beam, etc.)	<input type="checkbox"/> low slide	<input type="checkbox"/> sidewalk chalk																													
<input type="checkbox"/> climbing (for example: swing sets, climbers, boxes, etc.)	<input type="checkbox"/> small climbing equipment	<input type="checkbox"/> large boxes																													
<input type="checkbox"/> pushing (for example: push toys, strollers, etc.)	<input type="checkbox"/> jump ropes	<input type="checkbox"/> storage (for example: large boxes, netting, large buckets)																													
<input type="checkbox"/> pulling (for example: wagons, carts, etc.)	<input type="checkbox"/> balls (big and small)	<input type="checkbox"/> Other:																													
<input type="checkbox"/> riding (for example: younger/older children)	<input type="checkbox"/> sporting equipment																														
	<input type="checkbox"/> book of organized cooperative group games																														
	<input type="checkbox"/> sandbox																														
	<input type="checkbox"/> wading pool																														
YOUR DAILY SCHEDULE MUST PROMOTE				WAC 388-296-1370																											
APP	INIT	FULL	REQUIREMENT																												
			Social skills (for example: opportunities for sharing, caring, and helping)																												

YOUR DAILY SCHEDULE MUST PROMOTE (CONTINUED)							
APP	INIT	FULL	REQUIREMENT				
			Positive self concepts (for example: encouraging children to draw pictures and tell stories about themselves)				
			Language and literacy (for example: reading books, songs, conversation, story telling, scribbling, and drawing)				
			Physical development in both indoor and outdoor settings, strengthening large and small muscles and encouraging eye-hand coordinator, body awareness, rhythm and movement (for example: finger plays, obstacle courses, and puzzles)				
			Creative expression and appreciation for the arts (for example: creating artwork as process rather than product, dance, movement, dramatic play, music, and materials that represent a variety of cultures)				
How have you stored your play materials so that children can get to them on their own?							
YOUR DAILY SCHEDULE MUST PROVIDE WAC 388-296-1370							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Individual, small group, and large group activities				Opportunities to explore science, dramatic play, music, language arts, and mathematical concepts
			Opportunities for success through open ended activities				Balance between staff directed and child initiated activities
			An environment of respect for individual and cultural diversity				Ample opportunities for infants and toddlers to move about freely in a safe area
			Opportunities for children to solve problems, initiate activities, experiment, and gain mastery through learning by doing				If television/video viewing occurs, it must be educational and designed for children; alternative activities must be available
			When one or more American Indian child(ren) receives care at the home, you must in consultation with the parent establish a plan to provide resources and training designed to meet the social and cultural needs of such children				
INFANT/TODDLER ACTIVITIES AND ROUTINES WAC 388-296							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Safe and suitable toys and equipment (1370)				Large and small muscle development
			Daily opportunity for activities and routines to promote (1210):				Crawling and exploring
							Sensory stimulation
							Social interaction
							Self-help skills
PROVIDER, STAFF, VOLUNTEER-CHILD INTERACTIONS WAC 388-296-1390							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Treats children respectfully				Attends to children when they cry
			Allows equal opportunities to participate in developmentally appropriate activities				Sits with children during meals when possible
			Speaks to children at their eye level; listens to children with attention and respect				Performs nurturing activities such as diapering, toileting, feeding, dressing, and resting in a relaxed reassuring and individual manner
			Appropriately holds, touches, and smiles at children				Must not use profanity or obscene language
			Is responsive to children, encouraging sharing of experiences, ideas, and feelings				

CHILD GUIDANCE AND DISCIPLINE				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Developmentally appropriate social behavior (self control, self direction, self-esteem, and cooperation) (1280)				You or primary staff are responsible for disciplining children (1280)
							Discipline that is fair, reasonable, consistent, and related to the child's behavior (1280)
			Expectation of children's social behavior must be appropriate to each child's level of development (1280)				
			No one on the premises uses corporal punishment (no "hitting, biting, jerking, shaking, spanking, slapping, striking, kicking;" no "cruel, unusual, hazardous, frightening, or humiliating discipline;" no "withholding of food, no physical restraint injurious to the child") including disciplinary use of highchair, car seat, or infant seat (1290)				
REQUIRED SUPERVISION OF CHILDREN IN YOUR CARE				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Children are within sight or hearing range at all times so you or a primary staff person are capable of intervening to protect the health and safety of the children. Children pre-school age and younger must be within sight and hearing when outside (1360)				Only parent, licensee, or family member, employee, volunteer, or government representative have regular or unsupervised access to the child
							Children must not be on a floor level of the home unless you or a primary staff person is on the same floor level (1360)
			The supervision you provide must ensure that you are aware of what the children are doing at all times and can promptly assist or redirect activities when necessary (1360)				Sleeping or napping infants must be in the main child care space and are subject to continual checks (1360)
			When you are unable to view children, you continually go to where children are to check on them (1360)				A baby monitor or video monitor must not take the place of the required supervision for children in care (1360)
			No child is left unattended while in a motor vehicle				
PHYSICAL STRUCTURE AND EQUIPMENT SAFETY REQUIREMENTS				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Home or building that includes child care space and equipment maintained in a clean and sanitary condition, free of hazards, in good repair (0720)				Plastic bags, styrofoam objects, vinyl or latex gloves made inaccessible to children under three years of age (0720)
			Stairways equipped with securely mounted handrails within the reach of young children (0720)				Art and play materials for children under the age of three are nontoxic (0720)
			Stairways, steps, and hallways are well lit (0720)				Wheeled baby walkers not allowed (0720)
			Stairway access blocked by gates or other physical barriers to protect infants and toddlers (0720)				Trampolines and rebounders not allowed in licensed space (0720)
			Furniture, equipment, and climbing structures clean, sturdy, without sharp edges and do not present hazards (0720)				Toxic and poisonous substances stored inaccessible to children and separate from food items (including cosmetics) (0820)
			Furnishings in licensed space are safe, comfortable and match the developmental levels of all children (0720)				

PHYSICAL STRUCTURE AND EQUIPMENT SAFETY REQUIREMENTS (CONTINUED)							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Provide nonremoveable electrical outlet covers to all outlets accessible to children in care for children five years or younger and persons with limited mental capacity (0720)				Working landline telephone on each level of the home used for child care (1110)
			Bathrooms, kitchens, and any other rooms subject to moisture constructed with washable water resistant floors (this does not apply if you were licensed prior to 10/01/2004) (0720)				Have an unlocking device accessible to you and your staff for closet and bathroom doors that can be locked (0720)
							Infant and toddler toys safe and pose no choking hazard (0720)
							Poisonous plants inaccessible
			Weapons and ammunition stored in secure locked storage (0800)				Flashlight available, location (1610):
KITCHEN AND EATING EQUIPMENT				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Adequate facilities for preparing, storing, serving food (0990)				Eating equipment properly cleaned using a dish washer or the three sink method to wash (1000)
			Range tops, ovens, and refrigerators clean (0990)				Appropriate size eating utensils for the ages of children in care
			Food contact surfaces free of cracks and crevices (0990)				Keep pets out of the kitchen while preparing food (0990)
			Food preparation area and eating surfaces washed with soap and water prior to using (0990)				Each child has their own cup or glass or disposable single-use cups are used
			Hazardous appliances and sharp knives and utensils are inaccessible to child				
LAUNDRY				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Separate and adequate facilities for storing soiled and clean linen (1160)				Directly supervise when laundry equipment is accessible to children and in use (1160)
			Provide a washer and dryer or make other arrangements for getting laundry done on a regular basis (1160)				Clothes dryer vented to the outdoors (1160)
							Contaminated laundry sanitized (1170)
TOILET AND HANDWASHING SINK				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Toilets and hand washing sink at appropriate height or reached safely by easily cleanable platform impervious to moisture (1180)				At least one indoor flush-type toilet with one adjacent hand washing sink (1190)
							Room used for toileting is ventilated (1130)
			Water for hand washing is between 85 – 120F. Temperature is (1180):				Toileting privacy provided for children four years or older or showing need for privacy (1190)
			If bath tub is used, it has nonskid pad or other safety device (1100)				Mounted toilet paper dispenser and toilet paper for each toilet (1190)

WATER SAFETY				WAC 388-296-0750			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Lock hot tubs and spas and not use these during operating hours				Directly supervise all children in care when they have access to wading pools, swimming pools, and other bodies of water that are in your licensed space
			Five foot high fence designed to discourage climbing with locked gate around pool of water				
			Bodies of water must be inaccessible to children when you are not providing direct supervision				
			Portable wading pool emptied and sanitized daily and as needed when in use				Certified life guard must be on duty when children are using a public or private (other than your own) swimming pool, lake, river, pond, ocean, or any other body of water used for swimming
FIRE SAFETY				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Smoke detectors tested monthly (0580)				Alternative method of sounding fire alarm (0590): What is it? Where is it kept?
			Smoke detector installed in nap/sleeping areas (0580)				
			Smoke detector audible in all areas of buildings (0580)				
			Smoke detector installed on each story and in the basement (0580)				2A, 10BC fire extinguisher and written documentation of yearly maintenance (0600)
			Proper type and size of extra batteries for smoke detectors and where are they kept (0580):				Fire extinguisher kept on shelf or mounted, with the top not more than five feet above floor, within 75 feet of exit (0600)
			Hard-wired smoke detectors must be permanent, without a disconnecting switch (0580)				
			Commercial or biohazard areas must be separated from the child care with a fire wall (0560, 0570)				
EXITS				WAC 388-296-0560			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			One exit door must be of the pivoted or side hinged swinging type. You may use an approved sliding door for the other exit (two exits required).				Exit doors must open to the full exit position; exit doors and windows must be of the type that can be opened from the inside without using a key. No night latches, dead bolts, security chains, manually operated edge or surface mounted bolts used during childcare hours.
			Maximum distance between exit door and any point in the home is not more than 150 feet				
			Each exit door opens easily, to full open position, from inside, without using a key				Each room used for child care has one approved emergency escape or rescue door or window
BASEMENTS				WAC 388-296-0560			
More than four feet below grade level used for child care must have one of the following:							
APP	INIT	FULL	REQUIREMENT				
			One of the two exits discharges directly to the exterior from the basement level AND a self-closing door is installed at the top or bottom of the interior stair leading to the floor above, OR				
			Two exit stairways opening directly to exterior of building without entering the first floor, OR				

BASEMENTS			
APP	INIT	FULL	REQUIREMENT
			One of the two exits is an working window or door, approved for emergency escape or rescue, and opens directly to public street, public alley, yard, or exit court, OR
			Residential sprinkler system installed for entire home meet National Fire Protection Association standard.
SECOND STORY			WAC 388-296-0560
More than four feet above grade level, must have ONE of the following or must NOT be used for child care, except for child to use the toilet facilities while under supervision of a staff person:			
APP	INIT	FULL	REQUIREMENT
			Two exit stairways from second story open directly to exterior of the building without entering the first floor, OR
			One of two exits discharges directly to exterior from second story level, and a self-closing door is installed at the top or bottom of interior stair leading to the floor below, OR
			Residential sprinkler system installed for entire home meet National Fire Protection Association standards.
SPLIT LEVEL HOMES			WAC 388-296-0560
Must have the following:			
APP	INIT	FULL	REQUIREMENT
			If ceiling height of a room open to the hallway serving sleeping or napping rooms exceeds that of the hallway by 24 inches or more, you must install smoke detectors in both the hallway and the sleeping or napping room, OR
			If nap/sleep rooms are on the upper level, smoke detectors must be placed on the ceiling of the upper level in close proximity to the stairway and in each sleeping or napping room.
ESCAPE OR RESCUE WINDOW			WAC 288-296-0560
Must have:			
APP	INIT	FULL	REQUIREMENT
			24 inches minimum net clear open height dimension
			20 inches minimum net clear open width dimension
			5.7 square feet of net clear openable area
EMERGENCY PROCEDURES			WAC 388-296
APP	INIT	FULL	REQUIREMENT
			Written fire evacuation plan (0630)
			Test smoke detectors (0580)
			Bathroom door lock opens from outside in an emergency, opening device readily available for staff use (0560)
			Children may open closet door latches easily from the inside (0560)
			No obstructions in corridors, aisles, doorways, stairways, or ramps (0560)
			Use of space heaters prohibited (0610)
			Conduct fire hazard home inspections and correct any hazards found (0650)
			Combustible rubbish not allowed to accumulate; removed from home or stored in closed, metal containers (0610)
			Waste removed daily to disposal containers made of noncombustible material with lids (0610)
			Electrical circuits, devices, appliances properly maintained (0610)
			Electrical motors kept dust free (0610)

EMERGENCY PROCEDURES (CONTINUED)							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Furnace room kept free of lint, grease, rubbish accumulation, and suitably isolated, enclosed or protected (0610)				Electrical circuits, devices, and appliances properly maintained and not overloaded (0610)
							Permanent wiring and receptacles used (0610)
			No space that is accessible only by ladder, folding stairs, or trap doors may be used for child care (0560)				Flammable or combustible materials stored away from exits, in areas not accessible to children (0610)
			The local building official must approve fire places, wood stoves, or similar devices and any connections when installed (0610)				Must have an approved barrier erected to prevent children from coming in contact with open flames or hot surfaces (0610)
			Open flame devices not left on, unattended, or used improperly (0610)				Local fire department requested to visit facility; please document their response (0610):
			Candles not used (0610)				
			House numbers plainly visible and legible from street fronting property; numbers contrast with background (0610)				Sprinkler system, if installed, tested annually by licensed specialist, with documentation maintained on site (0620)
TRANSPORTATION				WAC 388-296-1250			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Vehicle in safe operating condition				Seat belts and approved car seat for each child according to Washington State Patrol recommendations
			Vehicle liability insurance; name of insurer:				
			Current First Aid and CPR for staff person in vehicle (1410)				First Aid kit and child's completed enrollment form in vehicle when transporting
			Driver's licensed				
HEALTH AND MEDICAL MANAGEMENT				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Children properly immunized, immunization in progress or written exception to requirement (0850)				Child and staff wash hands (0700, 0710)
							Child observed daily for signs of illness
			Toys, equipment, furnishing, and facility are clean and sanitary (0720)				Current, written health care policy (0840)
							Adequate space available for supervision of ill child
MEDICATIONS				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Written parental permission given including a start date and ending date, not to exceed 30 days (0870)				Medicines in properly labeled, original containers (0880)
			Written physician instructions to give medications, if needed (0870)				Medicines stored according to manufacturer or pharmacy instructions (0810)
			Written record of medications given to children (0870)				
			Unused medicine returned to parent (0870)				External and internal medicines stored separately (0810)

MEDICATIONS (CONTINUED)							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Medicines stored in locked storage (0810)				Store pet and human medicine in separate locations (0810)
FIRST AID SUPPLIES				WAC 388-296-0830			
Please list the contents of your First Aid supplies container:							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			<input type="checkbox"/> Unexpired bottle of syrup of Ipecac (required); expiration date: _____ <input type="checkbox"/> Band-Aids <input type="checkbox"/> Sterile gauze pads <input type="checkbox"/> Tape <input type="checkbox"/> Cotton balls <input type="checkbox"/> Protective gloves <input type="checkbox"/> Triangular bandage <input type="checkbox"/> Ice pack <input type="checkbox"/> Scissors <input type="checkbox"/> Current First Aid manual <input type="checkbox"/> Thermometer <input type="checkbox"/> Tweezers				
CARE OF THE YOUNG CHILD				WAC 388-296			
FEEDING							
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Parents agree with feeding schedule				Child held while bottle feeding (no propped bottles) (0960)
			Prepare formula following manufacturers directions, refrigerate bottle properly				Contents of any bottle not consumed within an hour is thrown away (0960)
			Label bottle with child's name and date prepared				Microwave not used to warm formula or breast milk in a bottle (0960)
DIAPER CHANGING AREA				WAC 388-296-1090			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Separate from food preparation				Proper diaper changing procedure
			Easily accessible to hand washing sink other than sink used for food preparation				Proper disposal of diapers
			Diaper changing surface is sanitized between use by different children or use a disposable covering, discarding it after each use				Hands washed after diapering each child
							Mat is impervious to moisture and large enough to prevent surface underneath from becoming contaminated
Please describe the area where you do diaper changing and how it is set up:							
TOILET TRAINING				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Developmentally appropriate training equipment (1200)				Toilets are appropriate height for children in care or a safe, easily cleanable platform impervious to moisture provided (1190)
			Equipment sanitized after each use (1200)				

NUTRITION				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Food brought from home monitored to meet nutritional requirements (0920)				Food provided meets needs of the child, taking into consideration child's food preference for religious or medical reasons (0920)
			Meals follow USDA Food Program Guidelines with added Vitamin C and A (0900)				
			If applicable, which food program will you be on:				Serve only breast milk or formula to the child 0 to 12 months; whole pasteurized milk to children 12 months to 24 months; pasteurized milk to children 24 months and older (0940)
			The number and frequency of meals and snacks served meet requirements (0910)				Safe drinking water available (0920)
							Home canned food prohibited (0950)
NAP AND REST PERIOD				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Supervised rest periods offered (1080)				Individual sleep schedule followed for children under 24 months of age
			Quiet activities planned away from napping children for child not resting. Please describe (1080):				
NAP AND SLEEP EQUIPMENT				WAC 388-296			
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT
			Mat or cot is long and wide enough to give comfort and is easily cleaned and sanitized; mat must be at least one inch thick (1040)				Infants must nap on their backs on firm mattresses. No soft, fluffy bedding, stuffed toys, pillows, crib bumpers, and similar items in the crib (1060)
			Nap equipment cleaned weekly or as needed, and between use by different children (1040)				Nap equipment stored separately when not in use, away from bedding used by other children (1040)
			Space between napping children allowing staff access (1040)				Crib slats 2 3/8 inch or less apart if used by child under six months (1050)
			Clean sheet or blanket for each child (a slumber bag designed for indoor use can substitute) (1040)				Car seats, swings, and similar type equipment not used for sleeping (1050)
			Each child in overnight care has own bed (1070)				Upper bunk not used for preschool age or younger child (1070)
			Guidelines established by the American Academy of Pediatrics for putting infants down to sleep must be followed (1060)				
			Clean, separate, firm mat, cot, bed, playpen, crib provided for each child five years or younger and for other children who nap. Please note how many you have: ____ firm mats ____ cots ____ beds ____ playpens ____ cribs ____ bassinets				

RECORDS, REPORTING, AND POSTING								WAC 388-296
CHILD'S RECORD CONTAINS CURRENT								
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT	
			Completed child enrollment form, signed dated by the parent (0510)				Medication permission form (as needed) (0870)	
			Date of child's withdrawal recorded in child's file, file maintained for five years after date of last attendance (0520)				Completed immunization form (CIS) (0510)	
							Permission/authorization form	
							Injury/accident form (as needed) (0510, 0520)	
							Record of medication given (0870)	
PROVIDER RECORDS CONTAIN								WAC 388-296
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT	
			Sign in and sign out attendance records (0520)				Injury, illness, dispensed medication reports (0520, 0840)	
PERSONNEL RECORDS CONTAIN								WAC 388-296-1450
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT	
			Copy of criminal history background check results				First Aid and CPR training, if applicable	
			Employment application/resume				HIV/AIDS training	
			TB test results				Additional training if applicable	
PROVIDER REPORTS CHANGE OF CIRCUMSTANCE								WAC 388-296-0550
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT	
			The serious illness or incapacity of you and any other member of your household				Food poisoning or communicable disease to local public health department	
			Persons moving in and out of your house				Occurrence of a fire, structural change, or damage to the premises from any cause	
			The number and qualifications of you, your staff, and volunteers that may affect the ability to carry out the specified activities and routines of the family home child care or meet the requirements of the WAC, such as a change in a person's criminal history.					
PROVIDER REPORTS IMMEDIATELY								WAC 388-296-1340
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT	
			Suspicion of child abuse, neglect, or sexual abuse to: Children's Administration Intake (Child Protective Services), at this telephone number: _____ Or local law enforcement: _____					
THESE ITEMS ARE VISIBLY POSTED								WAC 388-296-0540
APP	INIT	FULL	REQUIREMENT	APP	INIT	FULL	REQUIREMENT	
			Child care license				Post notification advising parents you are required to keep copies of inspections and facility licensing compliance agreement for any deficiencies	
			Emergency telephone numbers					
			Any civil penalty imposed					
			Fire drill, smoke alarm test record				Evacuation plan and procedures including floor plan	
CAPACITY								WAC 388-296-1350
Applicant/provider licensable for the following categories (multiple options allowed) as approved by DSHS:								
APP	INIT	FULL	REQUIREMENT					
			Six children, ages birth – 11 years old (two under two years of age allowed)					
			Eight children, ages two – 11 years old (none under two years of age allowed) with one year experience					

CAPACITY (CONTINUED)						
APP		INIT		FULL		REQUIREMENT
						Ten children, ages five – 11 years old (none under two years of age allowed) with one year experience
						Nine children, ages birth – 11 years old (four under two years of age allowed), with an assistance and one year licensed experience
						Ten children, ages three – 11 years old (none under age three allowed), with two years licensed experience and one ECE class/equivalent
						Twelve children, ages birth – 11 years old (four under two years of age allowed), with assistant and two years licensed experience and one ECE class/equivalent
STAFF AND VOLUNTEERS						
The licensee is the primary caregiver. Any other person performing caregiving interactions with child in care must be qualified by the department per WAC requirements in this section. If more than two, complete information on separate page.						
NAME OF STAFF (1)				DATE		NAME OF STAFF (2)
APP		INIT		FULL		REQUIREMENT
1	2	1	2	1	2	
						Staff age 14 to 18 years old never provide unsupervised care to child
						Orientation provided to assistant covering areas listed in WAC 388-296-1440
						Competent to make judgments
						Physical health sufficient to provide care
						TB test result submitted, date:
						HIV/AIDS training, date:
APP		INIT		FULL		REQUIREMENT
1	2	1	2	1	2	
						Staff 18 years of age or older has sole caregiver responsibility only on limited time basis and only if required qualifications are met
						Criminal history form submitted to BCCU
						Basic, standard first aid training, expiration date:
						Standard and infant/child/adult CPR training, if applicable, expiration date:
ADMINISTRATIVE HEARING						WAC 388-296-0360
APP		INIT		FULL		REQUIREMENT
						Applicant is aware of administrative hearings procedure
DIVISION OF CHILD CARE AND EARLY LEARNING (FILLED OUT BY LICENSOR ONLY)						
DCCCL		REQUIREMENT				
		References checked				
		Criminal history background check cleared				
		Subsidized care and provider number explained to applicant				
		CAMIS checked				
		Referral service information given				
		Fee paid				
I hereby certify that I agree to maintain compliance with the provisions of Chapter 74.15 of the Revised Code of Washington (RCW) (childcare agency licensing statute), and with the provisions of Chapter 388-296 of the Washington Administrative Code (WAC) (minimum licensing requirements). I hereby further certify that the above information and required attachments are true and complete to the best of my knowledge.						
APPLICANT'S SIGNATURE						DATE
LICENSOR'S SIGNATURE						DATE
SUPERVISOR/REGIONAL MANAGER'S SIGNATURE						DATE